

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



June 23, 1989

ALL-COUNTY LETTER NO. 89-56

FSD LETTER NO. 89-18

TO: ALL DISTRICT ATTORNEYS
ALL IV-D AGENCIES
ALL COUNTY WELFARE DIRECTORS
ALL WELFARE FISCAL OFFICERS


SUBJECT: ADJUSTMENTS/CS 800 REPORTING

This letter is to advise Counties that there is a change of instruction for reporting prior year/prior quarter adjustments to collections reported on the Summary Report of Child and Spousal Support Payments, CS 800.

Effective immediately, all adjustments to collections made for a prior year or prior quarter may be included on a current month CS 800. This instruction supersedes adjustment instructions set forth in FSD Letter No. 86-30 which required Counties to continue to segregate adjustments to the CS 800 for prior to October 1985 collections on a prior fiscal year claim. Also, this instruction change aligns prior year/quarter adjustments to collections reported on the CS 800 with prior year/quarter adjustments to collections reported on the Child/Spousal Support Collections Summary Report, CS 820.

For your convenience, we have enclosed the updated section of the State Department of Social Services' collection and distribution reporting handbook, Manual of Policies and Procedures, Division 25, Section 920.51, regarding adjustment reporting. Please use the enclosed draft and replace page 35 of the handbook which was issued via ACIN I-100-88/FSD Information Notice, FSDIN I-31-88, dated September 30, 1988.

If you have any questions, please contact your Child Support Operations analyst at (916) 322-6384 or ATSS 492-6384.


ROBERT A. HOREL
Deputy Director
Welfare Program Division

Enclosure

5 Schedule of Adjustments

All manual adjustments, deletions and additions to IV-D child support claims must be made on a separate CS 801 payroll page labelled "Schedule of Adjustments." The Schedule of Adjustments must be subtotaled by FG, U, EC federal BWZ and nonfederal BWZ and intracounty, intercounty and interstate. Adjustments should include all case identification information that appeared on the original payroll. Adjustments may be made either as one-line or as two-line entries. A one-line entry would show only the difference between the original figures and the adjusted figures. A two-line (preferred) entry would show the original entry credited out on the first line and the adjusted figures debited on the second line.

51 Prior quarter/fiscal year adjustment claims:

All adjustments to collections made for a prior quarter and/or prior year should be included on a current month Summary Report of Child Support Payments, CS 800.

Adjustments must be submitted on the correct form (CS 800 and CS 801) using the procedures that were in effect at the time the collection was made.

52 The schedule of adjustments must also reflect adjusted case counts.

A recapitulation statement with case totals and collection totals by aid category should be prepared to expedite the processing of the child support claim. This recapitulation statement will aid in the identification of problem areas during the audit by Fiscal Policy and Procedures Bureau and will also expedite the processing of incentive payments. The totals on the recapitulation statement, which includes the main payroll and the Schedule of Adjustments, will be the totals posted to the CS 800 Summary Report of Child Support Payments.

6 Information gathered on the CS 801 payrolls is consolidated for state/federal reporting purposes onto a reconciliation statement. A reconciliation statement is required to provide the minimum information needed by SDSS to process incentives and calculate recoupment.

Case totals and collection totals identified by jurisdiction are required on the county's reconciliation statement for all line items listed on the CS 800 Summary Report of Child and Spousal Support Payroll (See 25-915.7).

61 CS 801A, CS 800 Reconciliation - Intracounty/Interstate and CS 801 B, CS 800 Reconciliation - Intercounty, are available to counties as suggested forms (See Attachments 11 and 12).

62 Automated counties may provide either copies of their computer-generated summary sheets or consolidate the payroll totals on the CS 801A and CS 801B or similar manual documents.

63 Non-automated counties may either use the CS 801A and CS 801B or similar manual documents.